

# City of Sumter



## JOB ANNOUNCEMENT

### Secretary/ Clerk Water & Sewer Department

Job Purpose: Under general supervision, performs a variety of administrative clerical duties to include processing work orders, tap applications, backflows, invoicing and public works recordkeeping. Must be customer service oriented.

Minimum Qualifications: High school diploma with 2-3 years general office experience or any equivalent combination of acceptable training and experience.

Deadline to Apply: Open until filled

Mail resume with cover letter and application from [www.sumtersc.gov](http://www.sumtersc.gov) to:

City of Sumter Human Resources  
21 N. Main Street  
Sumter, SC 29150